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MEMORANDUM FOR: DIVISION AND STAFF CHIEFS

18 October 1949

SUBJECT : Language Training Requests

1. Foreign Service Institute

a. In the interest of more efficient and economic administration, the attached schedule of language courses at the Foreign Service Institute is issued for planning purposes. It will be to the benefit of all parties concerned for all language requests to be made in accordance with this schedule which is effective upon receipt.

b. Most languages may be requested simply by a notation on the TRD training request form. TRD is responsible for arrangements and approval.

c. Requests should be made as far in advance as possible. It is the intention to run courses in the more popular languages as close to the ceiling enrollment as possible in order to reduce the present per capita cost. Variations and exceptions to the attached schedule will be made only in case of extreme and unforeseeable emergency. The limitations of personnel, facilities, and budget require long-range scheduling for special languages which are not usually in demand.

d. If languages needed are not listed on the attached schedule, a request should be submitted specifying language, degree of intensity, level of instruction, length of course, and number of students. It is recognized that in a few instances, courses may have to be especially designed for difficult assignments.

e. In addition to regular and special courses, other facilities are available. Self-teaching manuals and accompanying records for over thirty languages are available in the study rooms. Limited facilities for self-instruction are available in over ten other languages. Tutorial assistance by the staff and drill with native speakers will be provided as conditions permit.

2. TRD Library

There are some language training facilities available in the TRD Library. Texts, language records, and record players may be borrowed by arrangements with the Chief, Training Materials Branch, extension [redacted]. There is a special room set aside in Building [redacted] for playing such records.

3. Other Facilities

The facilities for language training listed above will probably be able to meet any normal need. An extra channel, however, is provided for unexpected contingencies. If commercial schools or other private facilities seem necessary, a separate memorandum request will be addressed

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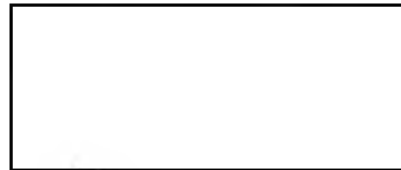
to the ADSO or ADPC, via the Chief, TRD, for recommendation.

4. Arrangements

Arrangements for scheduling, briefing, testing, and registration of official language training are handled by the Training Division. Information on these matters may be obtained from the Administrative Officer, TRD, extension

5. Unofficial Study Courses

Unofficial language training is covered in Administrative Instruction No. 10-13. Such courses must be authorized by the Chief, Inspection and Security Staff, and do not come through TRD at all.



Chief, TRD

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Department of State
Foreign Service Institute
School of Language Training

Description of courses to accompany the attached schedule chart.

Schedule of intensive and semi-intensive courses, FSI. School of Language Training, Fall, 1949 ff. (Dates are given by inclusive months only; actual starting and ending dates are adjusted to first Mondays and last Friday, with allowance for holidays, etc.)

L200. Semi-intensive courses in other languages, both for beginners and non-beginners. To be organized as needed and contingent upon availability of staff. 20 hours weekly for 2-3 months. Not more than one group in each language concurrently. Optimum scheduling June 1, September 1 and February 1. Full facilities are available in the following languages but not in all languages at all times:

Czech	* Malay	Portuguese	Swedish
* Dutch	* Norwegian	* Serbo-Croatian	Turkish
* Italian			

L201-202. Semi-intensive French and Spanish - for beginners. 3 months. Weekly. Classes to begin approximately June 1, September 1 and February 1. Not more than one group in each language to run concurrently. 20 hours weekly - language drill and practice; considerable supervision by the linguist in charge.

L203. Semi-intensive German - for beginners. 3 months. Classes to begin approximately June 1, September 1 and February 1. 20 hours weekly - language drill and practice; considerable supervision by the linguist in charge.

L208. Semi-intensive Russian - for beginners. 3 Or 4 months. Given on demand, subject to availability of staff, beginning September; if a group - is begun in June, the fall class will begin in October. Prof. Trager and staff. 20 hours weekly - language drill and practice; supervision by the linguist in charge limited to a few general orientation lectures and periodic checking.

L303. Intensive German - for beginners. Once a year for 4 months. (Accompanied by L401 and A132 if possible, otherwise linguistic orientation and area work specially arranged.) 35 hours weekly including seminars.

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L307. Intensive Arabic - for beginners. Once a year for 6 months, March to August. Next class scheduled for March, 1950. Prof. Ferguson and staff. (Accompanied by appropriate versions of L401 and A132 - see below.) 35 hours weekly.

L308. Intensive Russian - for beginners. Once a year for 4 months, March to June. Next class scheduled for March, 1950. Prof. Trager and staff. (Accompanied by L401, A132 - see below.) 35 hours weekly including seminar.

L308a. Intensive Russian - continued. Special work for those finishing L308, or for new students of comparable advancement. Two months, July 1 - Aug. 31. Prof. Trager and Staff, if given at FSI - or arrangements may be made for giving the work at some university. Hours adjusted as needed.

L308a. Intensive Russian - Advanced. Special continuation course for those completing L308a or its equivalent; emphasis on document-translation and vocabulary building. Four months, Sept. - December, Prof. Trager and staff (including FSO returned from Moscow to direct translation). 20 hours weekly minimum. (Accompanied by special lectures on area and related subjects, to be arranged.)

L401. Seminars in linguistics. 2 hours weekly - to accompany intensive beginning language courses. Given by the professor in charge of the course, with assistance by other staff members.

A132. Seminars on geographic areas. 2 hours weekly to accompany intensive beginning language courses. Given by Prof. Kennard, with assistance of other staff members.

* Contingent upon availability of native speakers.

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SCHEDULE OF LANGUAGE COURSES, FOREIGN SERVICE INSTITUTE

		1949					1950												1951								COURSE NUMBER
		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	
* ARABIC	B																										L 377
	I																										
CZECH	B																										L 200
	NB																										
	SI																										
# DUTCH	B																										L 200
	NB																										
	SI																										
FRENCH	B																										L 201 - 202
	SI																										
GERMAN	B																										L 203
	SI																										
* GERMAN	B																										L 303
	I																										
# ITALIAN	B																										L 200
	NB																										
	SI																										
# MALAY	B																										L 200
	NB																										
	SI																										
# NORWEGIAN	B	SI																									L 200
	NB																										
	SI																										
PORTUGUESE	B																										L 200
	NB																										
	SI																										
* RUSSIAN	B																										L 308
	I																										
RUSSIAN	IN																										L 308 S
	I																										
RUSSIAN	A																										L 308 A
	IN																										
RUSSIAN	B																										L 208
	SI																										
# SERBO-CROATIAN	B																										L 200
	NB																										
	SI																										
SPANISH	B																										L 201 - 202
	SI																										
SWEDISH	B																										L 200
	NB																										
	SI																										
TURKISH	B																										L 200
	NB																										
	SI																										

LEGEND: A - ADVANCED NB - NON-BEGINNING I - INTENSIVE
B - BEGINNING IN - INTERMEDIATE SI - SEMI-INTENSIVE

--- Course may be extended.

NOTES: * Seminar in linguistics and geographic areas to accompany Intensive and Beginning language Courses.
Contingent on availability of native speakers.

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COURSES BEGINNING OR IN PROCESS DURING JUNE, 1950

For complete descriptions of the courses listed below, see Catalog and General information for the Foreign Service Institute (Department of State Publication 3351). Employees desiring to register for any of the courses which are open at the present time should arrange for a memorandum to be submitted by the Executive or Administrative Officer or other appropriate official of the office. Those who need additional information should call the Registrar on Extension 4679 or 2742.

Catalog Number	Course Title	Beginning Date	Registration	Remarks
B-100	Basic Officer Training	June 5	Open	Some lectures open to advanced professional personnel. Schedules available from Executive Officer of each office.
B-110	Foreign Service Orientation	June 12	Open	4 hrs. daily for ten days.
B-130	Special Orientation Conferences	-----	Open	1 day. Available by spec. arrangement.
B-150	Advanced Courses in Consular Practices	-----	Open	Individual programs as required.
B-160	Orientation Conferences for Chiefs of Missions	-----	Open	Individual programs as required.
B-210	Area and General Orientation: Germany	June 26	Open	By special arrangement.
A-101	Advanced Officer Instruction	-----	Open	Individual programs as required.
A-132	Seminars on Geographic Areas	In Progress	Closed	Conducted for language trainees in conjunction with School of Language Training.
A-150	National War College	Sept. 1949	Open	Special announcement will be made.
A-160	Economic Courses at Universities	Sept. 1949	Closed	9 months beginning Sept.
A-165	Inter-Agency Foreign Trade Course	In Progress	Closed	10 wks. Beginning Apr. 3, 1950.
A-170	Language & Area Courses at Universities	Sept. 1949	Closed	9 months beginning Sept.
A-200	Introduction to Germany	June 5	Open	3 hrs. daily for 5 days. Available for departmental and P.S. Personnel.
M-100	Introduction to the Dept. of State	June 5, 19	Open	For new Dept. of State Employees.
M-103	Responsibilities of Security Officers	-----	Open	Available to unit Security Officers by special arrangement.
M-107	Professional & Administrative Intern	In Progress	Closed	By special arrangements with Interns.
M-107a	Economic Area Training Program	In Progress	Closed	Intern participation in current program.
M-125a	Foreign Service Administration	-----	Open	Individual programs as required.
M-150	Basic Clerical Training	June 7, 21	Open	For new Dept. employees--3 days.
M-151	State Dept. Communications	June 7, 21	Open	4 1/2 hrs. each day - 3 days.
M-152	Filing Principles & Practices	June 7, 21	Open	1 1/4 hrs. daily -- 3 days.
M-153	Office Effectiveness	June 7, 21	Open	1 3/4 hrs. daily -- days.
M-153a	Telephone Usage	-----	Open	1 1/2 hrs. scheduled as required.
M-154b	Travel Forms and arrangements	-----	Open	Scheduled as required.
M-155	Office Machines	-----	Open	Scheduled as required.
M-160a	State Dept. Shorthand-Remedial	Each Mon.	Open	1 hr. daily as needed.
M-160b	State Dept. Shorthand-Adv. Dictation	Each Mon.	Open	1 hr. daily as needed.
M-165	State Dept. Typewriting	Each Mon.	Open	1 hr. daily as needed.
M-180	Basic F.S. Clerical Training	June 12	Open	4-12 weeks.
M-191	F.S. Requirements and Conditions	-----	Open	5-10 hrs. scheduled as required.
M-192	Foreign Service Correspondence	-----	Open	2 hrs. daily--5 days-- as required.
M-193a	F.S. Records Administration	-----	Open	3 hrs. daily--5 days-- as required.
M-193b	F.S. Records Administration-Advanced	-----	Open	2-3 hrs. daily--scheduled as required.
M-194	Office Requirements and Equipment	-----	Open	2 hrs. daily--5 days--scheduled as required.
M-196a	Cryptographic Security	-----	Open	2 hrs. daily--5 days--as required (CY).
M-196b	Cryptographic Security and Systems	-----	Open	1 to 3 wks.--scheduled as required.
M-196c	Cryptographic & Message Center	-----	Open	1 to 4 wks.--scheduled as required (DC/T).
M-196d	Specialized Cryptographic Systems	-----	Open	2 to 4 wks.--scheduled as required (DC/T).
M-196e	Teletype procedures	-----	Open	1 wk.--scheduled as required (DC/T).
M-197	Foreign Service Accounting	-----	Open	1 to 12 wks--scheduled as required.
M-199	Training for experienced F.S. Clerical Personnel	-----	Open	1 to 12 wks--scheduled as required.

Note: The following courses in language training are available to employees who are proceeding abroad or who are required to use the spoken languages to perform their official duties.

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L-303	Intensive German (8 hrs. daily)	In Progress	Closed
L-305	Intensive Arabic (8 hrs. daily)	In Progress	Closed
L-308	Intensive Russian (8 hrs. daily)	In Progress	Closed
L-309	Intensive Turkish (8 hrs. daily)	In Progress	Closed
L-342	Intensive Persian--beginning (4 hrs. daily)	June 1	Open
L-201	Semi-intensive French (4 hrs. daily)	In Progress	Closed
L-203	Semi-intensive German (3 hrs. daily)	In Progress	Closed
L-214	Semi-intensive Norwegian--beginning (4 hrs. daily)	In Progress	Closed
L-115	Class Instruction - Italian	In Progress	Closed
L-101a-c	Class Instruction - French	In Progress	Closed
L-101f*	Class Instruction - French--beginning	In Progress	Closed
L-102a-c	Class Instruction - Spanish	In Progress	Closed
L-102f*	Class Instruction--Spanish--beginning	In Progress	Closed
L-103a-c	Class Instruction -German	In Progress	Closed
L-108a-f	Class Instruction -Russian	In Progress	Closed
L-126	Class Instruction--Czech	In Progress	Closed
L-128	Class Instruction--Bulgarian--beginning	In Progress	Closed
L-1S--L42S	Misc. Self-Instruction	In Progress	Closed

Subject to availability of listening rooms during official hours.
* Applications for instruction in beginning French and Spanish are being accepted for class in June, opening date contingent upon sufficient number of applications being received.